

**EMPLOYMENT  
APPLICATION  
CERTIFIED AND RELATED  
SERVICE PERSONNEL**

**ILLINI WEST HIGH SCHOOL  
DISTRICT NO. 307**



600 Miller Street  
Carthage, IL 62321  
Phone: (217)357-9607  
Fax: (217)357-9609

*Illini West HSD No. 307 is an equal  
opportunity employer.*

**PERSONAL INFORMATION**

Name (Last, First, Middle): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Message Phone: \_\_\_\_\_

If hired, can you provide proof of U.S. Citizenship?  Yes  No

Are you 18 years of age or older?  Yes  No

Position you are applying for: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Would you work full time?  Yes  No Part time?  Yes  No

**EDUCATION RECORD**

**High School** – Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

City, State & Phone: \_\_\_\_\_

**Business or Technical School** – Name: \_\_\_\_\_

City, State & Phone: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Undergraduate College/University** – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Degree Earned (Major): \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**Graduate School** – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Degree Earned: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Exact titles of certification(s) or license(s) held in Illinois: \_\_\_\_\_

What foreign language(s) are you proficient in? \_\_\_\_\_

Speak       Read       Write

**WORK HISTORY (Give information about your last 3 jobs, most recent first)**

**Employer:** \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Title and Duties: \_\_\_\_\_

Supervisor/Manager's Name and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Title and Duties: \_\_\_\_\_

Supervisor/Manager's Name and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Title and Duties: \_\_\_\_\_

Supervisor/Manager's Name and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

## PERSONAL REFERENCES (Non-relatives known for 1 year or longer)

**Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to you:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_

## PERSONAL DATA

Have you ever been convicted of a felony or misdemeanor involving moral turpitude (other than traffic violations) or been imprisoned during the last seven years? (A conviction will not necessarily bar you from employment.)

Yes  No

If yes, explain: \_\_\_\_\_

Name of friends or relatives currently employed by Illini West HSD No. 307: \_\_\_\_\_

Do you require any accommodations for the performance of the job for which you are applying?

Yes  No

If so, what can be done to accommodate you? \_\_\_\_\_

## PLEASE READ AND SIGN

Your signature certifies that the above information and attachments are correct and accurate to the best of your knowledge. Falsification of information will result in immediate dismissal and being charged with a Class A misdemeanor under Section 22-6.5 of the Illinois School Code. Further, as required Section 10-21.9 of the Illinois School Code, all employment offers from the School District are made subject a criminal background check, which is conducted once an employment offer is made. Please attach your resume or vitae and request that your college(s) or university forward your current transcript and credential file.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date